PART TIME ADMINISTRATIVE ASSISTANT, SUGAR GROVE COMMUNITY HOUSE

The Sugar Grove Community House Administrative Assistant serves as the first point of contact for all those interested in the historic Sugar Grove Community House. This position is responsible for overseeing front desk operations of the facility, creating and organizing documents and materials for the Community House Board of Managers meetings and creating a positive experience for users of the building. This is a part time position that will report to the Community Building Board of Managers. Details provided below:

Salary Range starting at: $15.00 - $20.00 per hour

EDUCATION AND EXPERIENCE:

* Requires high school diploma or equivalent.
* Experience working in a clerical position or a college certification in secretarial science or any combination of experience, education, or training which would provide the level of knowledge, skills and ability required.

OVERALL RESPONSIBILITY: To carry out routine and special administrative and secretarial tasks in the Community Building office under the supervision of the Community Building Board of Managers.

SKILLS, KNOWLEDGE AND ABILITIES:

* Requires proficiency in Windows software environment, data entry skills and knowledge of spelling and punctuation.
* Requires the ability to communicate by phone and in person with excellent diction and a helpful and pleasant attitude.
* Requires working knowledge of office machines including, but not limited to copiers, scanners and fax machines.
* Requires the ability to respect privacy and confidentiality of information and files.
* Requires ability to produce correspondence, contracts and/or other material under the direction of the Board of Managers.
* Requires the ability to exercise good judgement in explanation of rules and requirements.
* Requires good organizational skills in maintaining files of correspondence, contracts, meeting documents, building maintenance proposals and other information as requested by the Board of Managers.
* Requires an understanding of the importance of cultural sensitivities as they relate to both clients and staff.
* Requires assisting in creation of board meeting packets and minutes, posting and distribution of meeting notices, agendas and all other reports for the Board of Managers and to serve as the custodian of all official records as directed.
* Requires the ability to fulfill the requirements of the Document Retention/Destruction Policy and shred and confidential material before disposing of it, under the direction of the Board of Managers.
* Requires the ability to assist in the preparation of the Budget and Appropriations Ordinances and Annual Tax Levy for action by the Board of Managers.
* To collect rental deposits and to return deposits to renters under the direction of the Board of Managers and the scheduler.
* To attend regular evening meetings of the Community Building Board every month and other special meetings as necessary.
* To regularly inventory office supplies and place orders as needed, in conjunction with the Board of Managers and staff.

REGULAR INTERFACE REQUIREMENTS:

Personal contacts include, but are not limited to, general public and business owners, Board of Managers, employees of the Community House and occasionally officials of state and local licensing and regulatory bodies in order to set up and confirm appointments at the Community Building.

PRIMARY AND SECONDARY WORK STATIONS:

The working environment for this position will be offices in the Sugar Grove Community House. Work is performed in a smoke free environment. At times, the administrative assistant will be asked to work in areas outside his or her office space within the building.

MASTER SCHEDULE AND EXCEPTIONS:

The schedule (20 hours per week), to be determined by the administrative assistant with the Board of Managers, but must include Saturday hours. The administrative assistant will be required to attend regular and special monthly Community House Board meetings, most of which occur in the evening hours.

Scheduling exceptions will occur. Changes may be necessary to meet varying demands. In such cases, the master schedule may be flexed with Community House Board approval. The position requires excellent attendance to all shifts and meetings as assigned.

Interested candidates are encouraged to provide a resume and cover letter to the Sugar Grove Community House. The Community House is an Equal Employment Opportunity Employer.